

## **Trial Preparation**

Please observe the following protocols when preparing for trial:

### **Civil Calendar Trials**

- The court will schedule telephonic pre-trial conferences.
- Pursuant to KCLCR 4, trial briefs, the joint statement of evidence, proposed jury instruction (if jury trial), proposed findings of fact and conclusions of law (if bench trial), and other trial submissions are due no later than five (5) court days prior to trial. Please email proposed orders in WORD format to the bailiff.
- Please notify the court immediately if there are issues affecting your trial, such as interpreter needs, scheduling issues, or other special needs.

### **Witnesses**

- All counsel and parties must be prepared at the end of each day to disclose all witnesses that party is intending to call the following day in trial.

### **Exhibits**

- Please follow the Order from Pretrial Conference the court enters after holding a pre-trial conference.

### **Motions in Limine**

- Please present Motions in Limine in a single pleading in an omnibus format rather than one motion per pleading.

### **Jury Instructions**

- Each party shall submit a full set of proposed instructions, one cited and one uncited. Please email the jury instructions in WORD format to the bailiff.
- Please use the most recent versions of the [Washington Pattern Jury Instructions](#).